



DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
BUSINESS AND PROFESSIONAL LICENSING ADMINISTRATION
CORPORATIONS DIVISION

Government
Of the
District of Columbia
941 NORTH CAPITOL STREET, N.E.
WASHINGTON, D.C. 20002

**BUSINESS INCORPORATION GUIDELINES
FORMAT AND STATUTORY CONTENTS**

NOTE: THIS IS A SPECIMEN FORMAT FOR ARTICLES OF INCORPORATION.
YOU MUST DRAFT YOUR OWN ARTICLES ON PLAIN BOND PAPER TO BE
SUBMITTED IN **DUPLICATE ORIGINAL**. (TWO MANUALLY SIGNED SETS)

**ARTICLES OF INCORPORATION
OF
(NAME OF INCORPORATION)**

TO:

DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
BUSINESS AND PROFESSIONAL LICENSING ADMINISTRATION
CORPORATIONS DIVISION
941 NORTH CAPITOL STREET, N.E.
WASHINGTON, D.C. 20002

I/We, the undersigned natural person(s) of the age of eighteen years or more acting as incorporator(s) of a corporation under the BUSINESS CORPORATION ACT (D.C. Code, 2001 edition, Title 29, Chapter 1, as amended), adopt the following Articles of Incorporation:

FIRST: The name of the corporation is (STATE NAME OF CORPORATION).

SECOND: The period of its duration is (STATE EITHER PERPETUAL OR A SPECIFIED PERIOD).

THIRD: The purpose(s) for which the corporation is organized is/are: (STATE SPECIFIC PURPOSES
OF CORPORATION: GENERAL PURPOSES ARE NOT ACCEPTABLE).

FOURTH: The aggregate number of shares which the corporation is authorized to issue is (STATE NUMBER). If divided into classes, insert number divided into, the designation of each class, the number of shares of each class, and the par value, if any, of the shares, or a statement that the shares of any class are without par value.

FIFTH: State the preferences, qualifications, limitations, restrictions, and special or relative rights in respect to the shares of each class (ONLY IF THE SHARES ARE DIVIDED INTO COMMON AND **PREFERRED** CLASSES. Otherwise skip and renumber appropriately).

SIXTH: State that the corporation will not commence business until at least one thousand dollars (\$1,000) has been received as initial capitalization.

SEVENTH: State the provisions limiting or denying to shareholders the preemptive right to acquire additional shares of the corporation. (If there are no provisions, so state).

EIGHTH: State the provisions for the regulation of the internal affairs of the corporation. (If there are no provisions, so state).

NINTH: The address, including street and number of the initial registered office of the corporation is (LIST STREET ADDRESS OF AGENT IN THE DISTRICT - POST OFFICE BOXES ARE NOT ACCEPTABLE) and the name of the initial registered agent at such address is (LIST AGENT'S NAME - IF AN INDIVIDUAL, THEY MUST BE A D.C. RESIDENT). The address, including street and number, if any, where it conducts its principal business is (STATE ADDRESS IF KNOWN). **NOTE:** A LETTER OF CONSENT FOR THE REGISTERED AGENT IS REQUIRED.

TENTH: The number of directors constituting the board of directors is (give number), and the name(s) and address(es) including street and number and zip code of the person(s) who is/are to serve as director(s) until the first annual meeting of shareholders or until successor(s) is/are elected and shall qualify are:

LIST NAME(S) OF DIRECTOR(S) - LIST AN ADDRESS FOR EACH DIRECTOR

ELEVENTH: The name(s) and address(es), including street and number If any, of the incorporator(s) (MINIMUM OF ONE INCORPORATOR REQUIRED, MAY BE THE SAME AS DIRECTOR(S)) LIST NAME(S) OF INCORPORATOR(S) - LIST AN ADDRESS FOR EACH INCORPORATOR

DATE _____

Submit two originally signed sets of articles to the Department of Consumer and Regulatory Affairs